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19 JUL 1955

MEMORANDUM FOR: Deputy Chief, Technical Services Staff

SUBJECT: Gold Embossing of Title on Notebook for DCI *W/DAIT*

1. Attached is the leather bound presentation book for the office of the DCI containing the official records of the ceremony at which he inaugurated the Career Staff of the Agency. In accordance with our conversations, it would be appreciated if the cover of the book could be embossed as follows:

CEREMONY
INAUGURATING THE
CAREER STAFF
of the
CENTRAL INTELLIGENCE AGENCY

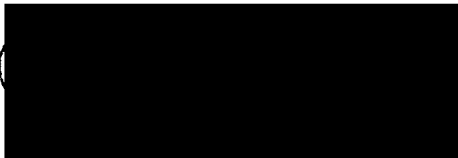
27 April 1955

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2. It would also be appreciated if you would select an appropriate layout, type face and size for the lettering. There is no need for immediate action although sometime within the next 10 days would be desirable.

3. While the book is in your hands you may wish to have it circulate among your key personnel or to the TS Career Panel. It was the Director's wish that it have as wide circulation as individual office circumstances warranted.

4. Please advise me (X2888) when you wish to have the book returned to me.


Deputy Director of Personnel
for Planning and Development

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